

1 Canadian Air Division Headquarters
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Winnipeg MB R3J 3Y5

6007-4 (Mgr HRPP)

June 2016

Distribution List

MINUTES OF THE 37th MEETING OF THE AIR DIVISION
UNION MANAGEMENT CONSULTATION COMMITTEE
WINNIPEG MANITOBA 08 JUNE 2016

Co-chairs: BGen D.W. Lowthian, DComd
Mr. T.M. Miller, UNDE VP (BC)

Secretary: Mrs. B.L. Stouffer, Manager HR Planning and Programs (1 & 2 CAD)

Members: Col W.A. Locke, A1 1 CAD
Ms. M. Simcoe, UNDE VP (MB / SK)
Mr. G. Maxwell, PIPSC Consultation President
Col D.A. Barton, 2 CAD COS

Resource Persons (Ex-Officio):
Ms. K.M. Smith, Team Leader Labour Relations

Observer: Ms. D. Scheper, A/Manager HR Client Services/ Planning & Programs
(1 & 2 Cdn Air Div) / Civilian Human Resources Service Centre (Prairies)
Ms. Sherrell Kalmbach-Dickison
Ms. K. Johnston, HRPPO

Regrets: Mr. G. Maxwell, PIPSC Consultation President
IBEW Representative
ACFO Representative

DISCUSSION

Item 1: Opening Remarks/Acceptance of Previous Minutes

1. Meeting convened at 1000 hours and the Management Co-chair, BGen Lowthian, welcomed members as well as introduced himself. He is looking forward to a collaborative relationship with the co-chair. The Labour Co-chair, Mr. Miller, agreed that relations are very good now and looks forward to maintaining it that way.
2. Previous Minutes were accepted as presented.

OLD BUSINESS

3. Use of Temp Agency at 17 Wing Foods –

BGen Frawley stated that the Wing advised that the temp hiring agency was only being used for special events however, requested Ms. Simcoe provide the specific details to Mrs. Stouffer so that L2 could investigate further. (para 8 of 36th UMCC RODs) – UNDE VP (MB/SK)

It was confirmed that the temp contracts for special events were for NPF employees.

4. Civilian Recourse

SC Prairies agreed to look into Mr. Miller's request to have a break-down of L3 grievances (para 17 of 36th UMCC RODs refers).

Secretarial Note: This item was deemed concluded prior to the meeting through the advisement to union representatives that it is not possible for management to provide L3 grievance data by organization and L3. It was further noted that union representatives have this information by virtue of their role in the process.

5. ADR Statistics

The Conflict Resolution Centre in Edmonton, Mrs. Kathy Elm, provided a report outlining regional statistics of the services performed. It should be noted that the reporting from the CRC (Edmonton) is not specific to the RCAF L2 1 and 2 CAD units. Members were advised to contact the CRC directly to request the availability of future reports.

NEW BUSINESS

6. Wing Restructure

BGen Lowthian presented information on the Wing Restructure project. Mr. Maxwell asked how individual units, e.g. WTISS, could have direct input on any issues that arise



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due to restructuring. BGen Lowthian advised that representatives should raise their observations at L3 UMCCs in response to the 17 Wing pilot, and that a lessons learned plan has been included in the development of the restructuring.

7. Reinstatement of Roll Over Provision – Term Employment Policy

Ms. Scheper reaffirmed that there are no RCAF term employees who would be subject to roll-over to indeterminate status and that ADM HR(Civ) will continue to monitor closely to ensure that this provision is taken into account for HR planning purposes.

STANDING REPORTS

Item 6: Budget Overview

8. No questions or concerns raised.

Item 7: 1 & 2 CAD Civilian Workforce Management Plan

9. Ms. Simcoe made reference to an email about training available on the new appointment policy. The consensus is that managers need more training regarding staffing strategies and process.

Secretarial Note: Ms. Simcoe was contacted to provide a copy of referenced email, however, email could not be found. After discussion, it was determined that subject reference was to the Public Service Commission “New Directions in Staffing” policy. It is confirmed that DND has participated fully in the implementation of this policy, incorporating training to delegated managers as part of various L3 fora, and in the Staffing for Managers Delegation training.

Item 8: Apprentice Operational Development Program (AODP) Update

10. Mr. Miller asked if the AODP program will continue now that ADM(IE) is up and running. Ms Stouffer confirmed that it is unknown to date if funding will continue after 2018.
11. Mr. Miller raised concerns about the apprentices that are not yet completed their training after 2018 if funding is not renewed. It was confirmed that those positions will be risked managed by the wings.
12. Mr. Miller would like confirmation that the RCAF supports the AODP program to ensure funding can be secured after 2018.

BGen Lowthian confirmed 1 & 2 CAD support in principle for programs such as AODP that seek to rejuvenate the work force. He further noted that L3s are encouraged to use over-programming as a financial means of resourcing for apprentices and students. L3s to take note.

Item 9: EAP

13. Upon review of status of the EAP program. Ms. Simcoe had enquiries regarding the number of RAs per Wing/DRU. Ms. Johnston confirmed that other than at two Wings, the ratio of RAs per Wing employee population is as per the national matrix and positions are filled accordingly.

Item 10: Employment Equity

14. No comments or concerns.

Item 11: Civilian Personnel Numbers

15. Mr. Maxwell commented that he would be interested in reviewing personnel numbers after December 2016, post-implementation of the IT Service Management (ITSM) Centres for the RCAF.

Item 12: Employee Recourse

16. No comments or concerns.

ROUND TABLE DISCUSSION

17. Ms. Simcoe brought forward from the National UMCC discussions an inquiry about a program called Sentinel that was discussed under the EAP umbrella. Air Command EAP Coordinator, Ms. Johnston, confirmed that it was not a known program at L2 as of yet.
18. Mr. Miller raised the issue of having received a copy of a letter issued by CFMWS pertaining to the cessation of NPF services at a number of RCAF locations. Mr. Miller agreed to send a copy of the correspondence to BGen Lowthian for follow-up.

Secretarial Note: UNDE concerns were itemized and included in correspondence dated 9 Aug 2016 and sent to CFMWS, Commodore Watson, for response.

19. Mr. Maxwell wished to point out that PIPSC has raised questions at the National UMCC level about the use of PPP contracts within DND.
20. Mr. Miller expressed concerns about the use of the software program Monitor Mass at several Wings, noting that their members have lodged grievances about (a) duplication of effort relating to input of leave; and (b) access to information/privacy concerns relating to who

sees the data and purpose. Mr. Miller asked for an update on these issues for the next meeting.

21. Mr. Miller also iterated concerns about DND use of contracts.
22. BGen Lowthian was interested in receiving the minutes of the National UMCC. He will be confirming and forwarding them to membership of the L2 UMCC meetings.

Secretarial Note: Minutes of the 1 Dec 2015 UMCC HR Sub-Committee meeting to be provided.

CLOSING REMARKS

23. BGen Lowthian was impressed with the meeting and looks forward to keeping the communication lines open.
24. Mr. Miller agreed that communication is good and acknowledged that Ms. Stouffer enabled that. He wished Ms. Stouffer a good retirement and confirmed that she will be missed.

Adjournment

25. Meeting adjourned at 1200 hrs.

(electronically approved)

BGen D.W. Lowthian
DComd
Management Co-chair

(electronically approved)

Mr. Mark Miller
UNDE VP (BC)
Labour Co-chair

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